**Process for Surplus and Obsolete Textbooks, Workbooks and Consumables**

**Draft 2 – May 2012**

Definitions:

Surplus: This is material that can be used at another school or for the following year. These may be consumables, workbooks or textbooks. Includes both Teacher and student material.

Obsolete: This is material which can no longer be used in IUSD or at the school site. These may be consumables, workbooks or textbooks. Includes both Teacher and student material.

At this point, Media Techs may begin to collect unused consumables. Media Techs will check the material out to a pseudo-user account at their School. Jason Miles will set up this account.

1. Move Material to a location
   1. Divide Material into Surplus and Obsolete Material
   2. Remove items from Destiny
      1. This may have been done previous to moving
   3. Mark each pile
   4. Call Jason Miles or Mark Sontag
2. Jason Miles and/or Mark Sontag will inspect the material in both piles.
   1. They will determine whether they are Surplus or Obsolete
   2. They will call the warehouse for surplus pickup or
   3. They will contact the Vendor for pickup of Obsolete material

Last year, approximately 25% of the material that was marked obsolete was actually surplus. This is why we are doing a QC at each site as they call for removal of material.